

ANNUAL STATISTICAL REPORT OF SCHOOLS

Fiscal Year 2014-2015



Software Instructions

**Due by law August 17 2015
Title 16 V.S.A. Section 563 (13)**

**IT: Data Management and Analysis
(802) 479-1044**

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General Information

This program is not designed to work over a network. You can install the program on a network but only one person at a time can use the program.

System Requirements	Minimum Required	Recommended
Processor	Pentium 166	Pentium II or higher
Memory	32 MB (windows 95)	64 MB
Operating System	Windows 98, NT 4 Mac with Parallels (Windows emulator)	
Program	Microsoft Access 2003	
Disk Space	60 MB + 3 MB per LEA	
Monitor	VGA	800x600 or higher resolution
Printer (for report or worksheet)	Laser Printer	

Note: If you are entering data for multiple LEAs, the application will run more slowly. The Set-up and Report processes take considerable time to run. The time will be more apparent on less powerful machines. Report printing requires more resources than data entry. It is usually slower, especially on a machine with less memory.

For further information, please contact technical support by telephone at (802) 479-1044.

Installation Instructions

Windows NT or Windows 2000

You will have to log on as administrator to update system files. The installation requires a number of restarts. Be sure to have your administrator password so you don't have to call your tech person to log in many times.

Windows Vista

You will need to save the database, all import data, and all export data to the user area of Vista C:\ drive. If you are unsure where your user area is in Microsoft Vista you

should contact your network administrator. The default user area for Microsoft Vista is C:\users\dauidkelley\documents (you will need to substitute your own user name in the pathway).

What To Expect During Installation

This year's installation will not require a restart.

1. Installation will take time. Depending on your computer, it should take less than 10 minutes.
2. Save the Zip file containing the FY2015 Statbook to your Desktop or somewhere convenient for you to access.
3. Create the directory on your C drive C:\Annual_Statsitics_2015\
4. Unzip the Database to the directory you just created or your desktop.
5. If you get an error message which you do not understand, or are unsure how to continue please contact AOE HelpDesk at (802) 479-1044.
6. If the program does not start after the installation, contact the AOE help-line and a specialist will walk you through a second installation.

What's New!

1. SW12 now includes program level detail in the reporting of federal revenues, please see the reporting instructions for more information on this.
2. The export can be done for more than one organization at a time.
3. The recap sheet has been redesigned to show totals by Fund.
4. The Expenditure and Revenue reports have been redesigned to simply export the information to an excel worksheet located at
C:\Annual_Statistics_2015\ExpenditureReportWithValues_SU032.XLS or
C:\Annual_Statistics_2015\RevenueReportWithValues_SU032.XLS

Main Menu

Annual Statistical Report, FY15

Main Menu Due By August 15, 2015

Set Up Your District(s) <input type="checkbox"/> Set Up District Information	Utilities <input type="checkbox"/> Open a Closed Cell <input type="checkbox"/> Remove a District <input type="checkbox"/> Set File Export/Import Paths <input type="checkbox"/> Import Exp/Rev Data
Data Entry <input type="checkbox"/> Expenditures <input type="checkbox"/> Revenues <input type="checkbox"/> Go to Worksheets Menu <input type="checkbox"/> Enter Contact Information <input type="checkbox"/> Go to Recap Sheet	Data Submission <input type="checkbox"/> Go To Edit Check Menu <input type="checkbox"/> Go to Export Menu <input type="checkbox"/> Print Signature Page
Reports <input type="checkbox"/> Go To Report Menu	Application <input type="checkbox"/> Exit Application
For Data Questions Call (802) 479-1032	For Software Questions Call (802) 479-1044

Vermont Agency of Education

Tuesday, June 30, 2015	8:59:48 AM	Version 1 Updated 07/01/2015
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Set Up Your District(s)

Set Up District Information – You will use this function to set up your LEAs (Local Educational Agencies)

Data Entry

You have the option to import your expenditures and revenues as discussed under Utilities, Import Exp/Rev Data or to manually enter them using the functions immediately below.

Warning: Any LEA expenditure or revenue data in the database prior to using the Import Exp/Rev Data function will be overwritten by the data you import. You will be able to enter additional expenditures and revenues manually using the below functions **after** your import.

Expenditures – Use this function to manually enter your expenditures.

Revenues – Use this function to manually enter your revenues.

Go to Worksheets Menu – Use this function to enter information into the Supplemental Worksheets.

Enter Contact Information – Please enter the information about the person responsible for completing this information, should we need to contact you with any questions.

Go to Recap Sheet – Use this function to change the beginning balances and adjustments on the recap sheets and to check balances across functions and programs.

Reports

Go To Report Menu – Use this function to print out your reports. Worksheets may be printed directly from the worksheet entry page.

Utilities

Open a Closed Cell – This is a rare occurrence, if you feel you need to open a closed cell, please call (802) 479-1032 for assistance.

Remove a District – If you erroneously set up a wrong district, use this function to remove it.

Set File Export/Import Paths – Use this function to change the import or export data paths. **NOTE:** Do not set the path to your CD/DVD drive.

Import Exp/Rev Data – Use this function to import Expenditures and/or Revenues. **NOTE:** You will overwrite any data that was previously entered into the database.

Data Submission

Go To Edit Check Menu – This function allows you to view potential errors in your data prior to submitting it to AOE.

Go to Export Menu – This function allows you to export your data to a file on your computer and submit by email to Erin.Finneran@state.vt.us.

Print Signature Page – This function allows you to print of the signature page which must be signed by your superintendent and mailed to AOE after you have been notified that your files were accepted.

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Application

Exit Application – Use this function to properly close out of the application.

For Data Questions

Call (802) 479-1032

For Software Questions

Call (802) 479-1044

Set Up Your District(s)

Select the desired LEA by clicking in the check box next to the district name. Run the setup by clicking the button “Run Set Up”. To select multiple LEAs, just click in the check boxes next to all the desired LEA names before clicking the “Run Set Up” button. To unselect an LEA click it a second time. The boxes with the check mark indicate the selected LEA. The setup process takes time so please be patient and wait until the hourglass changes back to the normal mouse pointer. Interrupting the process can damage the application, requiring a re-installation to correct.

If a district is mistakenly setup from this form you may go to “Remove District” in the Utilities Menu.

After you have set up an LEA, click on the “Return to Main Menu”. If you need to set up additional LEAs for data entry, you can access the setup screen from the Main Menu the same way you did initially.

The LEA (Local Educational Agency) Set-up Screen

frm_setup

District Set Up

"Check" each district you would like to set up --and then click the "Run Set Up" button at the bottom left side of this form. A district will not appear in the list if it has already been setup.

(Note: If you accidentally set up the wrong district, you can remove a district from the application by accessing the "Remove District" option which is located in the Utilities menu.)

Table is in alphabetical order --by district name.

SU ID	District I	District Name	SetUp
SU047	J006	Athens-Grafton Joint Contract Sch	<input type="checkbox"/>
SU046	J033	Newbrook Joint Contract Element;	<input type="checkbox"/>
SU036	J048	Barstow Joint Contract District	<input type="checkbox"/>
SU049	J242	Twin Valley Joint Contract School	<input type="checkbox"/>
SU001	SU001	Addison Northeast S.U.	<input type="checkbox"/>
SU002	SU002	Addison Northwest S.U.	<input type="checkbox"/>
SU003	SU003	Addison Central S.U.	<input type="checkbox"/>
SU004	SU004	Addison Rutland S.U.	<input type="checkbox"/>
SU005	SU005	Southwest Vermont S.U.	<input type="checkbox"/>
SU006	SU006	Bennington Rutland S.U.	<input type="checkbox"/>

Return to Main Menu

Run Set Up

Data Entry

The application is in menu driven navigation format. Expenditures and revenues are the main data entry forms for the application. To switch from Expenditure to Revenue (or reverse) use the “return to Main Menu” and navigate to the area of the application you are interested in using.

In the **Expenditure** and **Revenue Entry** screens you can change functions by using the drop down box or by selecting the program and tabbing through all functions for a given program. You can change grade levels with the drop down box. If you change a grade level the application will clear out all previous programs, function and object information. You can also change LEAs with the drop down box labeled “Select Districts”.

To enter a cell, simply filter down to the level that you would prefer to enter data at, i.e. Grade Level, Program, Function, or Object. Once you have filtered far enough for your personal preference, you can simply enter data by tabbing through the form or you may use the mouse to click on the cell. Use the mouse or arrow keys to move around. The [Return] key function is similar to the down arrow key. The application does not tab into the “Note” field, if you wish to use this field you will need to click into the field with your mouse.

The data entry area of this year’s statbook contains a complete description of the program, function and object that you are entering data into. Data entered into a cell is immediately saved into the database after the focus is moved to another cell or item on the screen.

Expenditures

Expenditures								Return to Main Menu
Select District	U033							Go To Recap Report
Select Grade Level	13							
Select Fund	1							
Select Program	P100							
Select Function	1000							
Select Object								
AdminID	Orgid	Level	Fund	Program	Function	Object	Amount	
SU041	U033	13	1	P100	1000	100	\$1,074,428.00	Note:
Fund	General Fund							
Prog	Regular Education							
Func	DIRECT INSTRUCTIONAL SERVICES							
Object	PERSONNEL SERVICES - EMPLOYEE SALARIES							
SU041	U033	13	1	P100	1000	200	\$316,286.00	Note:
Fund	General Fund							

Revenues

Revenues							Return to Main Menu
Select District	U033						Go To Recap Report
Select Funding Level	State						
Select Fund	1						
Select Program	P100						
Select Revenue Code	3110						
AdminID	Orgid	Funding Level	Fund	Program	Revenue Code	Amount	
SU041	U033	State	1	P100	3110	\$5,497,993.00	
Fund	General Fund						
Prog	Regular Education						
RevCode	Education Spending Grant						
Note:							

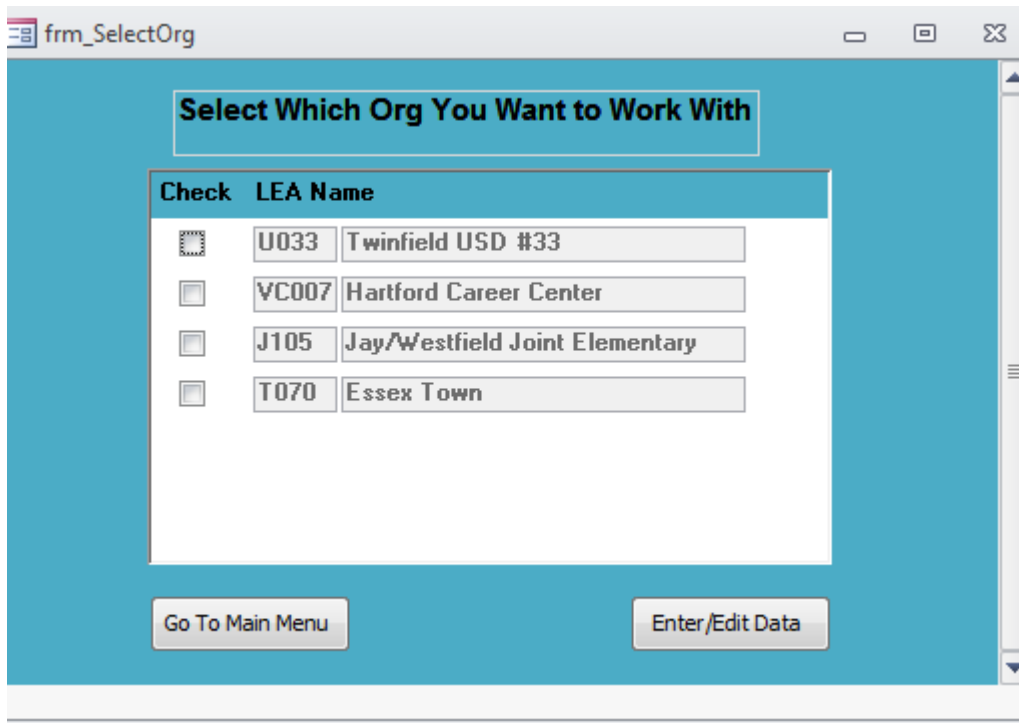
Go to Worksheets Menu

Using the Worksheets

To use all of the features of this program, you need to complete the Statistical Report data entry for your district before validating and exporting the Supplemental Worksheet data.

To start working on the supplemental worksheet, select [Go to Worksheets Menu] from the Main Data Menu screen in the Statbook program.

Using the Select LEA Screen

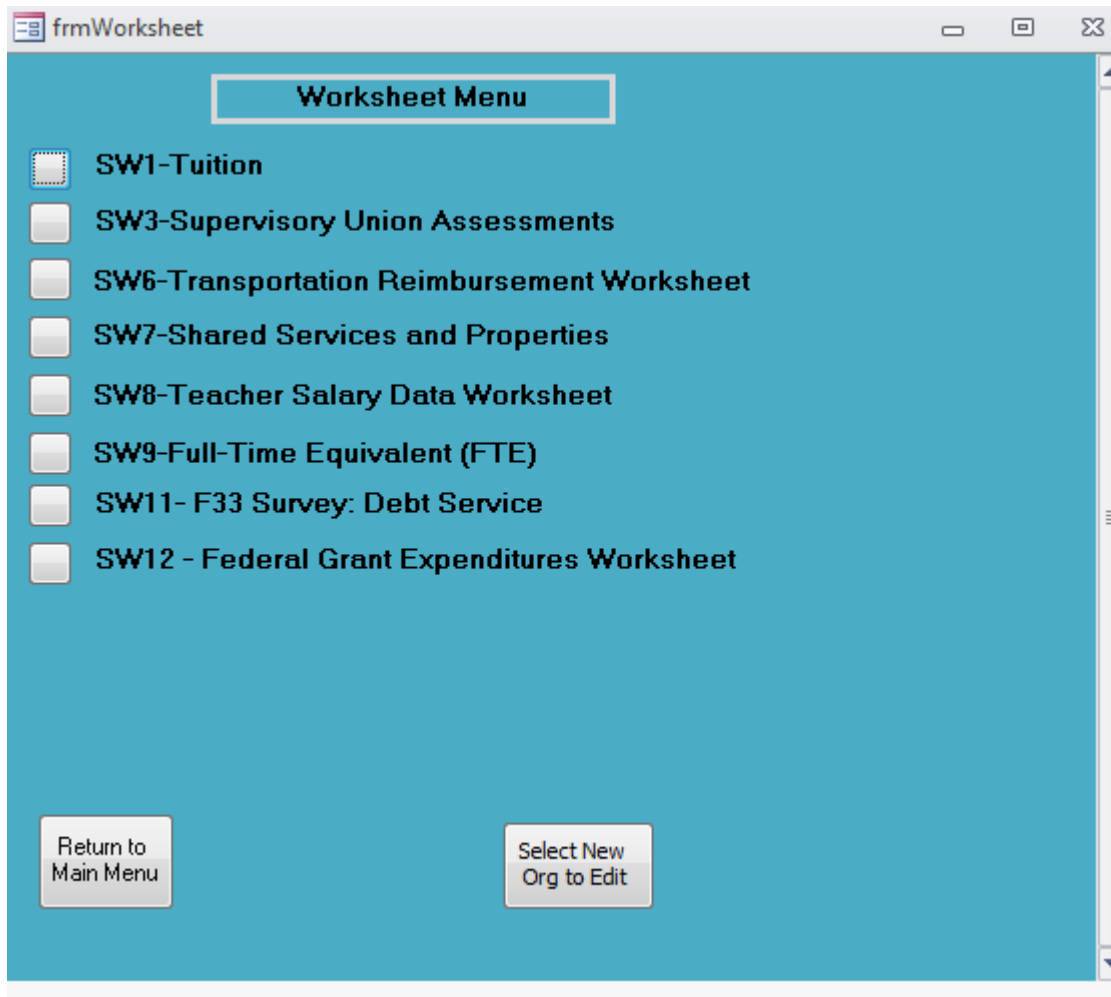


The screenshot shows a software window titled 'frm_SelectOrg'. Inside, there is a blue header bar with the text 'Select Which Org You Want to Work With'. Below this is a table with two columns: 'Check' and 'LEA Name'. The table lists four LEAs, each with a checkbox in the 'Check' column. The first row is selected. At the bottom of the window, there are two buttons: 'Go To Main Menu' and 'Enter/Edit Data'.

Check	LEA Name
<input checked="" type="checkbox"/>	U033 Twinfield USD #33
<input type="checkbox"/>	VC007 Hartford Career Center
<input type="checkbox"/>	J105 Jay/Westfield Joint Elementary
<input type="checkbox"/>	T070 Essex Town

Click on the check box corresponding with the LEA where you want to enter data and then click on the Enter/Edit Data.

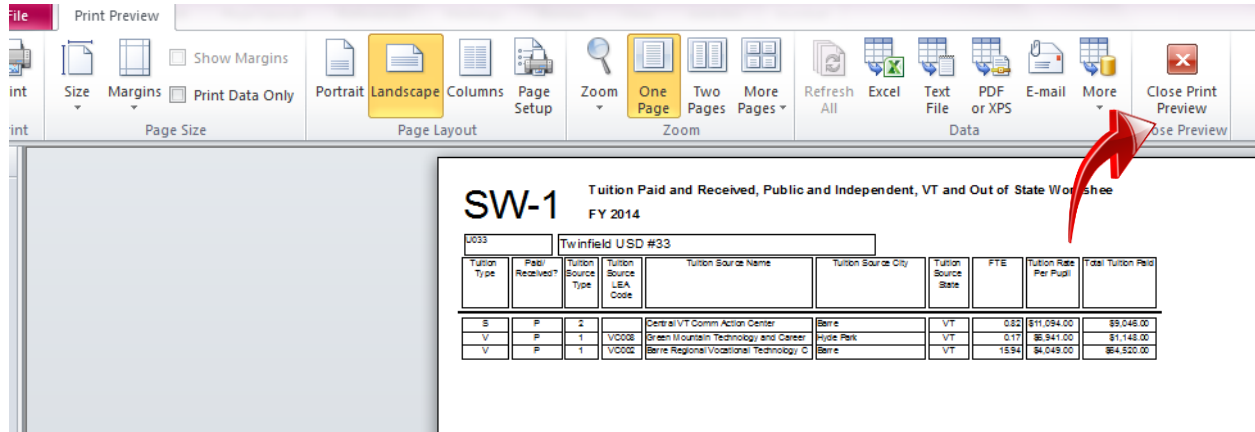
Worksheet Menu



This screen allows you to access any worksheet simply by clicking on the worksheet you would like.

Closing Out of a Worksheet Print Screen

To close out of a worksheet print screen and not the program, click on the “Close” button on the tool bar.



SW-1 Tuition

You should report all tuition paid or received on the tuition worksheet except Special Education tuition.

This year's application includes both add and delete records button in the worksheet. To add a record simply click [Add a New Record for this Org] and a record will be added. To Delete a record, select the [Check to Delete Record] and click twice on [Delete All "Checked" Records (Do not delete all rows for an Org!)].

sf_D_SW1

SW-1 Selected District: **U033**
Twinfield USD #33

Tuition Paid and Received, Public and Independent, VT and Out of State

Tuition Source Types: 1. Public District - in state, 2. Independent School - in state, 3. Individual, 4. Out of State - public or independent

Add a New Record for this Org

Delete All "Checked" Records
(Do not delete all rows for an Org!)

Tuition Type	Paid/Received?	Tuition Source Type	Tuition Source LEA Code	Tuition Source Name	Tuition Source City	Tuition Source State	FTE	Tuition Rate Per Pupil	Total Tuition Paid	Check to Delete Record
V	P	1	VC002	Barre Regional Vocational T	Barre	VT	15.94	\$4,049.00	\$64,520.00	<input type="checkbox"/>
V	P	1	VC008	Green Mountain Technology	Hyde Park	VT	0.17	\$6,941.00	\$1,148.00	<input type="checkbox"/>
S	P	2		Central VT Comm Action Ce	Barre	VT	0.82	\$11,094.00	\$9,046.00	<input type="checkbox"/>

Return to Main Menu Go To Previous Worksheet Go To Next Worksheet Print Worksheet for this District

Do NOT include Special Education tuition on this worksheet!

In the first column use the dropdown box to select the appropriate tuition type:

- PK - PreKindergarten
- E - Elementary
- S - Secondary 7-12
- V - Vocational
- CE - Continuing Education

The second column allows you to choose between the options:

- P - Paid
- R - Received

The third column includes a drop down box that allows you to select the type of entity you paid tuition to or received tuition from. You have the choices of:

- 1 - Public District - in state,

If you select item 1 - Public district, the third column is activated. In the third column you can select the Vermont public school district you paid tuition to or received tuition from using a dropdown box.

If you choose any other option in the third column, the LEA ID column is not active and you must enter the school name, city, and state.

- 2 - Independent School - in state,
- 3 - Individual
- 4 - Out of State, public or independent.

The third column provides a drop down box that allows you to select the LEA that you paid tuition to, or the LEA from which you received tuition from. Once an LEA ID is selected, the next two fields will pre-fill.

Enter the FTE for the tuition paid or received, the tuition rate and the total tuition actually paid in the next three columns. Typically, the total tuition paid is equal to the FTE multiplied by the tuition rate.

On all but the first and last forms in the sequence, the user may click on the [Prev Worksheet] or [Next Worksheet] button to go backward or forward by one form. Clicking the [Print Form] button will initially go to print preview and then you can print from there.

SW-3 Supervisory Union Assessments

This form allows the user to specify Supervisory Union Assessments paid or received.

This year's application includes both add and delete records button in the worksheet. To add a record simply click [Add a New Record for this Org] and a record will be added. To Delete a record, select the [Check to Delete Record] and click twice on [Delete All "Checked" Records (Do not delete all rows for an Org!)]

SW-3

Supervisory Union Assessments

Note: Supervisory Districts, Blue Mountain and Rivendell are NOT required to fill this out and they are not loaded into this worksheet on Set Up. These districts should skip this worksheet.

Assessment Type	Paid/Received?	LEA ID	LEA Name	Total Amount Paid or Rec'd	Check to Delete Record
				\$0.00	<input type="checkbox"/>
				\$0.00	<input type="checkbox"/>

Return to Main Menu Go To Previous Worksheet Go To Next Worksheet Print Worksheet for this District

In the first column, select the type of assessment from one of the allowed categories:

- E1 - Elementary
- S - Secondary 7-12
- SE - Special Education

The second column allows you to choose between the options:

- P - Paid
- R - Received

If you are reporting the data from a Supervisory Union, you should select "Received".

The third column provides a drop down box that allows you to select the LEA that you paid assessments to, or the LEA from which you received assessments.

In the next to the last column, type the total amount paid or received, in supervisory union assessments.

SW-6 Transportation Reimbursement Worksheet

This worksheet breaks out the transportation costs that are and are not reimbursable.

SW-6 Selected District: U033
Twinfield USD #33

Transportation Reimbursement Worksheet

☐ This district does not have any reimbursable transportation expenditures

Section 1

Values for Functions 2711 and 2712 are copied from the Statbook Database

Functions 2711-Student Transportation --Resident Students to/from school (equals Function 2711 in the Expenditure sect)	\$196,459.00	(1a)
Functions 2712-Student Transportation --Non-Resident Students to/from school (equals Function 2712 in the Expenditure sect)	\$0.00	(1b)
Sub-Total 1 =1a+1b	\$196,459.00	

Section 2

Any expenditures in Functions 2711 and 2712 attributable to the purchase of school buses.	\$0.00	(2a)
Annual depreciation of school buses and interest on school bus purchases (see instructions).	\$0.00	(2b)
Sub-Total 2 =Section 1 Subtotal - 2a+2b	\$196,459.00	

Section 3

Subtract any expenditures in functions 2711 and 2712 made for any purpose other than transporting students one trip to and one trip from school. Also, subtract any additional special education and vocational transportation costs included in 2711 and 2712.	\$0.00	(3a)
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Return to Main Menu Go To Previous Worksheet Go To Next Worksheet Print Worksheet for this District

This tab allows the user to report revenues and expenditures for school and non-school transportation, depreciation, interest, and transportation revenues. The running Sub-Totals are calculated automatically as the user enters each value and may not be edited manually.

Note: The totals for Function 2711 and Function 2712 will be automatically filled from your statbook data.

SW-7 Shared Services and Properties

This worksheet is used by a school district to report any amount paid, or received, from its corresponding municipality or municipal offices for services and/or any property in-kind services it donated, or received from, its municipality.

General Tab

frm_D_SW7

SW-7

Selected District: U033
Twinfield USD #33

Shared Services and Properties

If this district has no information that would go on this worksheet, please check the following box:

☐ This district does not pay for or receive municipal services, receive in-kind services or property, or provide services to the municipality.

General | By District to Municipality | By Municipality to District

Title 16, Section 4029(f) directs the Agency of Education to annually collect the amount each school district paid to or received from its municipality, including donated property and in-kind services. Education tax revenue the district receives from the municipality is not included. The objective is to insure the funds are used for education purposes and municipal funds are used for municipal purposes with the meaning of Title 16, Section 4029.

Title 16, Section 4029. Use of funds for local education spending:

(a) Funds for local education spending may be used by a school district for legitimate items of current education expense and shall not be used for municipal services.

(b) Funds raised under section 2664 of Title 17, section 2601 of Title 20 or section 1309 of Title 24 shall be used only for municipal services and shall not be used for education expense.

(e) For the purposes of this section, notwithstanding any provision of municipal law to the contrary, "legitimate items of current

Return to Main Menu | Go To Previous Worksheet | Go To Next Worksheet | Print Worksheet for this District

If this district has no information that would go on this worksheet, please check the following box: **This district does not pay for or receive municipal services, receive in-kind services or property, or provide services to the municipality.** You will not have the ability to enter anything under the following two tabs once you have checked that box.

If you have any municipal services that should be reported please use the following tabs.

By District to Municipality Tab

Use this tab if your district made payments, or donated property and/or services, to the municipality.

frm_U_SW/

SW-7

Selected District: U033
Twinfield USD #33

Shared Services and Properties

If this district has no information that would go on this worksheet, please check the following box:

☐ This district does not pay for or receive municipal services, receive in-kind services or property, or provide services to the municipality.

General | **By District to Municipality** | By Municipality to District

Payments and Donations by the School District to the Municipality

Payments by the School District to the Municipality for Services	Amount Paid	Services or Property Donated by the School District to the Municipality	Value (if know)
Town/City Clerk		Use of buildings/rooms	
Town/City Treasurer			
Town/City Auditor		Other (Please Specify)	
Road Maintenance			
Plowing			

Return to Main Menu Go To Previous Worksheet Go To Next Worksheet Print Worksheet for this District

By Municipality to District Tab

Use this tab if your Municipality made payments to your school district or, provided services and/or donated property, to the school district.

frm_D_SW7

SW-7

Selected District: U033

Twinfield USD #33

Shared Services and Properties

If this district has no information that would go on this worksheet, please check the following box:

☐ This district does not pay for or receive municipal services, receive in-kind services or property, or provide services to the municipality.

General | By District to Municipality | By Municipality to District

Payments and Donations by the Municipality to the School District

Payments by the Municipality to the School District for Services.		Services or Property Donated by the Municipality to the School District	
Please Specify	Amount Paid	Please Specify	Value (if known)

Return to Main Menu
Go To Previous Worksheet
Go To Next Worksheet
Print Worksheet for this District

SW-8 Teacher Salary Data Worksheet

This worksheet is used by a school district to report salaries paid to full-time and part-time teachers for regular, special, vocational and other education programs.

frm_D_SW8

SW-8

Selected District: U033
Twinfield USD #33

Teacher Salary Data Worksheet

A.	Salaries paid to teachers in regular education programs. Includes Program 100 and the regular education portion of Program 050.	\$0.00
B.	Salaries paid to special education teachers. Includes Program 200 series programs and the special education portion of Program 050.	\$0.00
C.	Salaries paid to vocational education teachers. Includes Program 300.	\$0.00
D.	Salaries paid to teachers in other programs providing instructions to grades prekindergarten through grade 12 and ungraded students.	\$0.00
Total Teacher Salaries		\$0.00

Return to Main Menu
Go To Previous Worksheet
Go To Next Worksheet
Print Worksheet for this District

SW-9 Full-Time Equivalent (FTE)

This worksheet is used by a school district to report the full-time equivalence of students who attend programs for whom expenditures are reported under non-regular education categories/programs.

General Tab

The information on this tab is general information regarding how to report data for the worksheet. Please refer to the FY15 Statbook Reporting Instructions manual for further explanation.

SW-9 Selected District: U033
Twinfield USD #33

FULL-TIME EQUIVALENT (FTE)

The purpose of this worksheet is to collect student FTEs that should be excluded in the regular education Allowable Tuition calculation required by 16 V.S.A. Section 836. The FTE calculation starts with the Spring Census FTE count and is reduced by the FTE figures reported below for the excluded categories of Special Education Eligible for Reimbursement and Adult Education.

General Data

Column 1:--Special Education --report the full-time equivalent count of students who were included in the Spring Census for any school in the district, but recieved their education in "self-contained special education" or "special class" programs in the district's schools. If students' educational costs are reported as special education costs for the whole school day or a significant part of the day, that portion of the school day should be excluded. EXAMPLE: If your school operates a self-contained special education program (alternative program), the portion of the day that special education students are in that program should be excluded from the regular ed. AT. If there are 8 full day students and 4 half day students the FTE entered in the worksheet would be 10 {8 + (0.5 x 4)}.

** DO NOT exclude mainstreamed special education students. If you would charge a regular education tuition for the student (if he or she came from another town), do not exclude that students FTE by reporting it on this worksheet.

Column 2:-- Adult (Program 600) -- report the full-time equivalent count of students who were included in the spring census of any school district but whose educational costs are shown in Program 600 in the Annual Statistical Report.

Return to Main Menu Go To Previous Worksheet Go To Next Worksheet Print Worksheet for this District

Data Tab

This tab is where you report the number of full-time equivalents of students in non-regular education programs.

SW-9 Selected District: U033
Twinfield USD #33

FULL-TIME EQUIVALENT (FTE)
The purpose of this worksheet is to collect student FTEs that should be excluded in the regular education Allowable Tuition calculation required by 16 V.S.A. Section 836. The FTE calculation starts with the Spring Census FTE count and is reduced by the FTE figures reported below for the excluded categories of Special Education Eligible for Reimbursement and Adult Education.

General Data

Grade Level or Ungraded Category	Special Education NON-MAINSTREAMED (Self-Contained Instruction)	Adult Program 600
Preschool-PreKindergarten/EEE*		
Kindergarten-Part Time**	0	
Kindergarten-Full Time +	0	
Elementary, Grades 1-6	0	
Elementary, Ungraded	0	
Secondary, Grades 7&8	0	
Secondary, Grades 9-12	0	0

Return to Main Menu Go To Previous Worksheet Go To Next Worksheet Print Worksheet for this District

SW11- F33 Survey: Debt Service

This worksheet is looking for principle balances on long and short term debt. See the Reporting Instructions for a more complete description of how to enter these items.,

The screenshot shows a software window titled "frm_D_SW11". The interface has a blue header area with "SW-11" in large white text. To the right, there are two input fields: "Selected District:" with the value "U033" and "Twinfield USD #33". Below this, the title "F-33 SURVEY: DEBT SERVICE" is displayed. A paragraph of instructions follows: "This worksheet MUST be completed for ALL LEAs. If your LEA has no short or long-term debt for this fiscal year please check the box; all others must complete. **DO NOT INCLUDE INTEREST. PRINCIPAL ONLY **". There is a checkbox labeled "No Debt Service" which is currently unchecked. A horizontal line separates this section from the next. Below the line, the text "ENTER AN AMOUNT FOR EACH QUESTION BELOW." is shown. The section "HOW MUCH LONG-TERM DEBT WAS" contains four numbered questions, each with an input field to its right. The first three fields are empty, while the fourth field contains the value "\$699,251.00". At the bottom of the window, there are four buttons: "Return To Main Menu", "Go To Previous Worksheet", "Go To Next Worksheet", and "Print Worksheet".

frm_D_SW11

SW-11

Selected District: U033
Twinfield USD #33

F-33 SURVEY: DEBT SERVICE

This worksheet MUST be completed for ALL LEAs. If your LEA has no short or long-term debt for this fiscal year please check the box; all others must complete. **DO NOT INCLUDE INTEREST. PRINCIPAL ONLY **

☐ No Debt Service

ENTER AN AMOUNT FOR EACH QUESTION BELOW.

HOW MUCH LONG-TERM DEBT WAS

1. Outstanding at the beginning of the fiscal year?

2. Issued during the fiscal year? (Revenue Code 5110)

3. Retired during the fiscal year? (Object 831)

4. Outstanding at the end of the fiscal year?

Return To Main Menu Go To Previous Worksheet Go To Next Worksheet Print Worksheet

SW12 - Federal Grant Expenditures Worksheet

This worksheet tracks the expenditures of Federal revenue dollars within the current fiscal year. The amount field is where the dollar amount is entered and note field is provide for any additional information. New this year is the inclusion of Program code detail in addition to the revenue code that the federal monies are associated with. For a more complete description of how to report this information please see the reporting instructions

frm_D_SW12

SW-12

Selected District

U033

Twinfield USD #33

Federal Grant Expenditures Worksheet

SW-12: This form is used to track the expenditure of federal dollars for the current fiscal year. Please report any expenditures from the following series of 4000 revenue codes.

Note: List any pass-through agencies (SU, Vt. Agency of Education, US Dept. of Agriculture, etc.) in the NOTE field.

Note: Revenue codes 4100, 4791, 4792, 4793, 4795, 4796, and 4797 will also require entry of the CFDA number of the revenue expended.

***Please scroll down to ensure that you are entering data in all applicable revenue codes.

RevCode	Revenue Description	ProCode	Program Description	Amount	CFDA Number	Note
4100	Unrestricted Grants	P400	Other Instructional Programs			
4100	Unrestricted Grants	P022	*Capital Construction Excluded from Allowable Tuition			
4100	Unrestricted Grants	P920	Summer School			
4100	Unrestricted Grants	P910	Food Services			
4100	Unrestricted Grants	P900	Co-Curricular and Extra-Curricular			

Total Fed:

Return to Main Menu

Go To Previous Worksheet

Print Worksheet

Enter Contact Information

Contact Person

Contact Information

Please enter your name, telephone number, and e-mail address below.
We will use this information to contact you should we have any questions
regarding your data.

Name: DAVE KELLEY

Phone: (802) 479-1057

Email: david.kelley@state.vt.us

Return to Main
Menu

Go To Recap Sheet

To begin working with the Recap Sheets Select your LEA from the Drop down list and then click on [Load Recap Sheet with Current Data]. This will either load data from “All funds” by clicking on that button or from an individual fund by selecting one from the drop down list circled in red on the screen shot. To change the beginning balances and adjustments on the recap sheets, select [Go to Recap Sheet | and the editing report/entry will appear. The cursor will begin in the beginning Balance Cell for P021 and can be tab through from this point entering the beginning balance and adjustment for each program. To exit the screen click [Return to Main Menu]. To review your edits select [Print Recap Sheet] from the bottom of the screen.

frm_recap

Recap Report
Select a District
U033
Twinfield USD #33

ALL Funds
Fund

orgid	type	major	P021	P022	P031	P032	P100	P211	P212	P290	P300	P400	P600	P800	P900	P910	P920	P940	P990	amount
U033	Expenditures	1000	\$0	\$0	\$0	\$0	\$3,088,818	\$1,084,844	\$0	\$0	\$0	\$0	\$0	\$0	\$90,922	\$0	\$0	\$0	\$0	\$4,264,584
U033	Expenditures	2100	\$0	\$0	\$0	\$0	\$273,234	\$353,864	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$627,098
U033	Expenditures	2200	\$0	\$0	\$0	\$0	\$334,419	\$3,840	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$338,259
U033	Expenditures	2300	\$0	\$0	\$0	\$0	\$385,798	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$385,798
U033	Expenditures	2400	\$0	\$0	\$0	\$0	\$385,599	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$385,599
U033	Expenditures	2500	\$0	\$0	\$0	\$0	\$173,967	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$173,967
U033	Expenditures	2600	\$0	\$0	\$0	\$0	\$620,793	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$620,793
U033	Expenditures	2700	\$0	\$0	\$0	\$0	\$217,824	\$13,490	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$231,314
U033	Expenditures	2900	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$71,782	\$0	\$0	\$0	\$0	\$0	\$71,782
U033	Expenditures	3100	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$248,506	\$0	\$0	\$0	\$248,506
U033	Expenditures	3200	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
U033	Expenditures	3300	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
U033	Expenditures	4000	\$0	\$90,605	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$90,605
U033	Expenditures	5100	\$0	\$0	\$76,629	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$76,629
U033	Expenditures	5200	\$0	\$0	\$0	\$0	\$4,111	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$4,111
U033	Expenditures	5300	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Return to Main Menu
Go To Expenditures
Go To Revenues
Print Recap Worksheet for this District

Reports

Go To Report Menu

We have changed thee reports this year. The reports now output either the expenditure or revenue information to an excel worksheet located at

C:\Annual_Statistics_2015\ExpenditureReportWithValues_SU032.XLS for the expenditure report or

C:\Annual_Statistics_2015\RevenueReportWithValues_SU032.XLS for the revenue report. We hope that providing the information in an excel spreadsheet that you will find it more useful for your work.

The screenshot shows a web application window titled "frmReports". Inside, there is a "Report Menu" section. At the top, there is a dropdown menu labeled "Select a District:" with "J033" selected. Below this, there are two options, each with an unchecked checkbox:

- ☐ **Print Preview: Expenditure Report -Rows with Values Only**
(If no data has been entered, report will be blank.)
- ☐ **Print Preview: Revenue Report (Rows with Values Only)**
(If no data has been entered, report will be blank.)

Below these options is a note in a white box: **Note: Worksheets may be printed from each worksheet page**

At the bottom, there are two buttons: "Return to Main Menu" on the left and "Go to Worksheets Menu" on the right.

Utilities

Open a Closed Cell

Opening Cells

A password is required from the School Finance Group to open a cell. All cells that are opened using this utility will be verified against an "opened cells by district" list in the master database at AOE. If you feel you need to open a cell, please call 479-1032.

Open a Cell in Expenditure Table

Select District	<input type="text"/>
Select Level	<input type="text"/>
Select Fund	<input type="text"/>
Select Program	<input type="text"/>
Select Function	<input type="text"/>
Select Object	<input type="text"/>



Open a Cell in Revenue Table

Select District	<input type="text"/>
Select Fund	<input type="text"/>
Select Program	<input type="text"/>
Select Revenue Code	<input type="text"/>

OpenExpenditure Cell

Open Revenue Cell

Remove a District

 frm_removedistrict 






Remove District

Check each District you would like to remove and then click the Remove District button at the bottom right. Districts that have not been set up will not appear on the list.

**** Once a District is removed, any previously entered data will be unrecoverable ****

This list is in alphabetical order by District name.

District ID	District Name	Remove
T070	Essex Town	<input type="checkbox"/>
VC007	Hartford Career Center	<input type="checkbox"/>
J105	Jay/Westfield Joint Elementary	<input type="checkbox"/>
U033	Twinfield USD #33	<input type="checkbox"/>

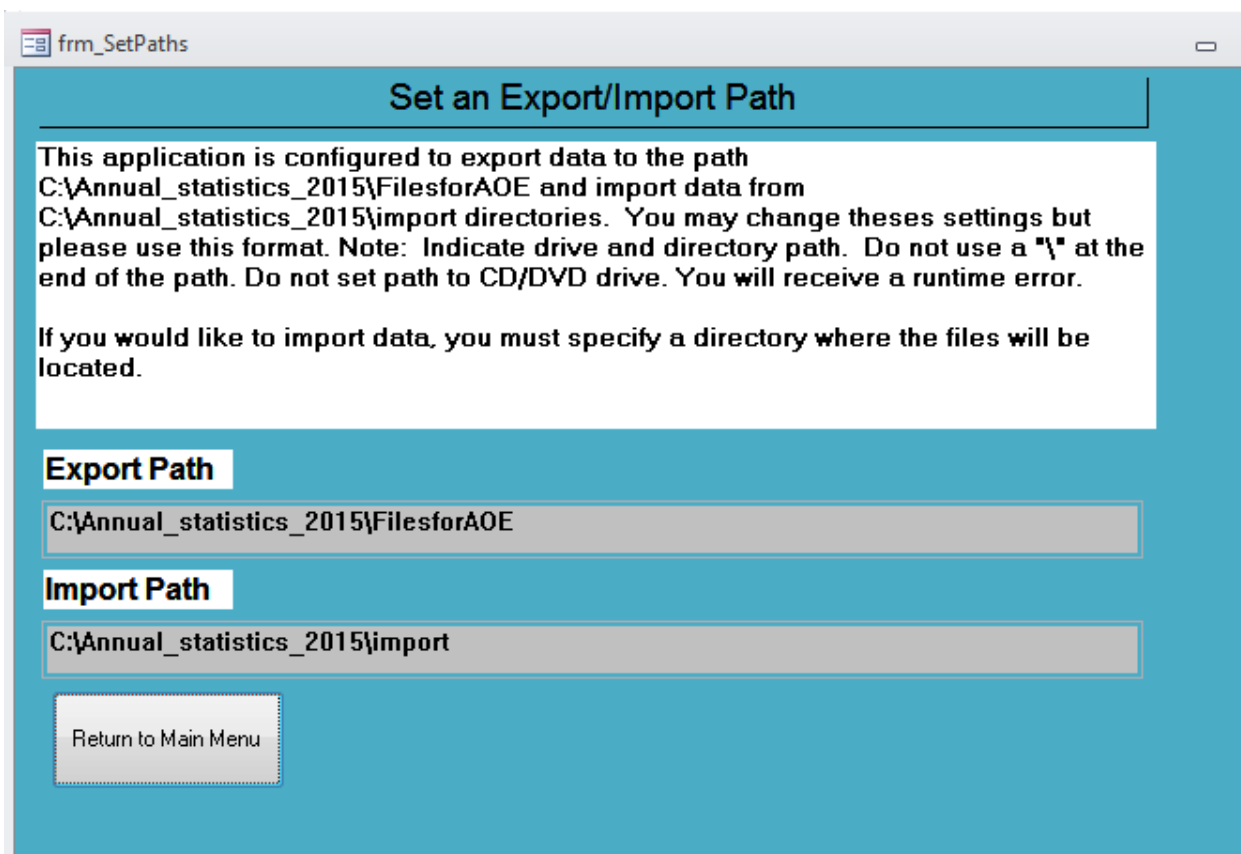
Record:   1 of 4    No Filter

Return to Main Menu

Remove District

Set File Export/Import Paths

Prior to importing or exporting files you must have the following directory set up (This should have been created during installation.): C:\Annual_statistics_2015



The screenshot shows a window titled "frm_SetPaths" with a blue header bar. Below the header, the title "Set an Export/Import Path" is centered. A text box contains instructions: "This application is configured to export data to the path C:\Annual_statistics_2015\FilesforAOE and import data from C:\Annual_statistics_2015\import directories. You may change these settings but please use this format. Note: Indicate drive and directory path. Do not use a \" at the end of the path. Do not set path to CD/DVD drive. You will receive a runtime error. If you would like to import data, you must specify a directory where the files will be located." Below this, there are two sections: "Export Path" and "Import Path". Each section has a text input field. The "Export Path" field contains "C:\Annual_statistics_2015\FilesforAOE" and the "Import Path" field contains "C:\Annual_statistics_2015\import". At the bottom left, there is a button labeled "Return to Main Menu".

frm_SetPaths

Set an Export/Import Path

This application is configured to export data to the path C:\Annual_statistics_2015\FilesforAOE and import data from C:\Annual_statistics_2015\import directories. You may change these settings but please use this format. Note: Indicate drive and directory path. Do not use a "\" at the end of the path. Do not set path to CD/DVD drive. You will receive a runtime error.

If you would like to import data, you must specify a directory where the files will be located.

Export Path

C:\Annual_statistics_2015\FilesforAOE

Import Path

C:\Annual_statistics_2015\import

Return to Main Menu

Import Exp/Rev Data

File headings and order of columns must be correct for the Import Utility to function properly for information on field names; size and type please see Appendix A.

After clicking [Import Exp/Rev Data] the import button, then check the [ImportExp?] or [Import Rev?] and then clicking [Import Data]. Select a file from the directory **C:\Annual_Statsitics_2015\import** drive to import into the application. You will need to have a file in this directory called ImportExpenditures.xls to import expenditures and a file called ImportRevenues.xls . When you want to import a new LEA simply save the new LEA data out to the file names and you will be ready to import information for that LEA by beginning the process again.

Import Expenditure and/or Revenue Data

From this screen you can choose to import revenues and, or expenditures from an Excel file. In order to work properly; The files must be properly named. The default paths are:
 Revenues: C:\Annual_statistics_2015\ImportRevenues.xls
 Expenditures: C:\Annual_statistics_2015\ImportExpenditures.xls
**** You may change the import path in the Set File Export\Import Paths tab under utilities****
**** Please be sure you have already *set up* the District before beginning the import ****
**** Any existing data (manually entered) will be overwritten upon import ****
**** Please verify the expected numbers are in the proper cells upon completion as only data in valid, open cells will be imported ****

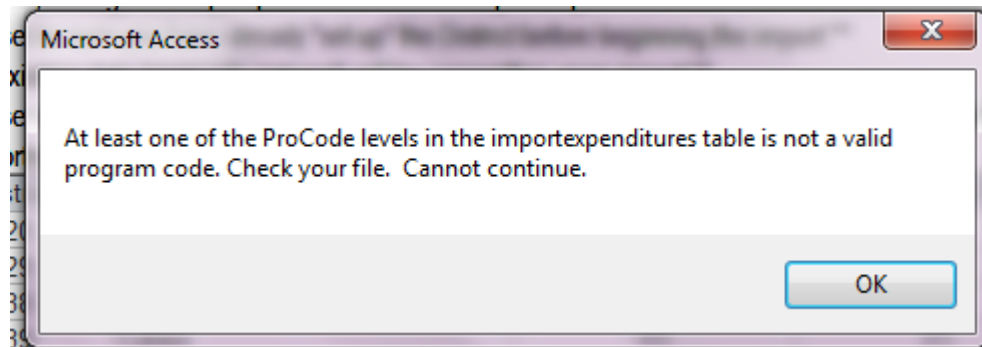
District I ▾	District Name ▾	Import Exp? ▾	Import Rev? ▾
T070	Essex Town	<input type="checkbox"/>	<input type="checkbox"/>
VC007	Hartford Career Center	<input type="checkbox"/>	<input type="checkbox"/>
J105	Jay/Westfield Joint Elementary	<input type="checkbox"/>	<input type="checkbox"/>
U033	Twinfield USD #33	<input type="checkbox"/>	<input type="checkbox"/>

The default Import File Names are [ImportExpenditure.xls] and [ImportRevenues.xls]. If you select the wrong LEA to import or import files are incomplete the import process will stop and send a message to the screen that it could not continue. At this time an import utility is not available for the worksheet data.

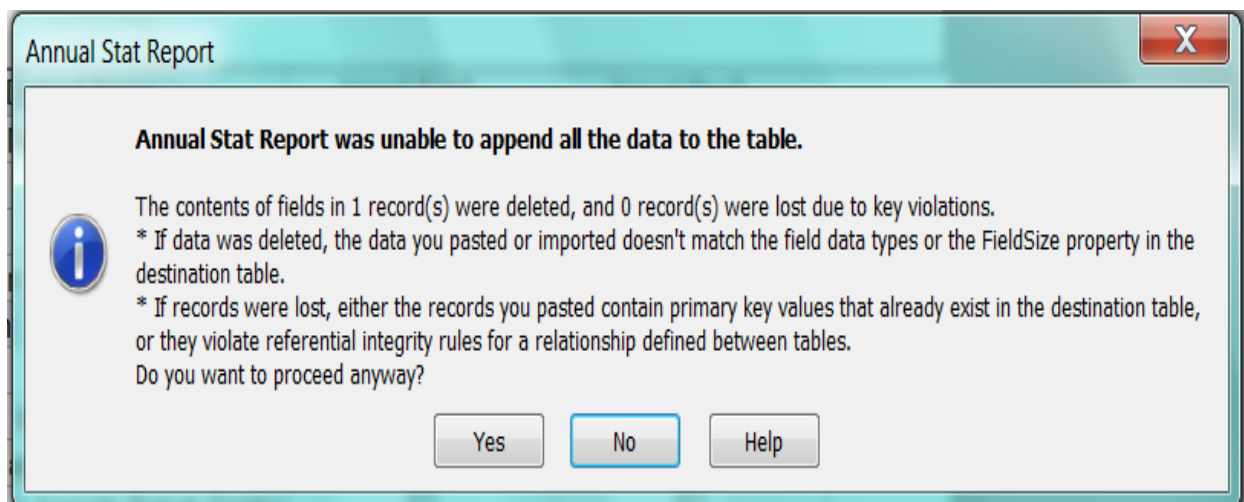
Import: Click on the [Import] button (when it is enabled) to perform an import from the file. Be careful when you import data.

Warning: Any data in the database for the LEA being imported will be replaced by the data you import.

Note: Importing is a slow process, please take the time and do not interrupt the process. Should you see one of the following messages while trying to import your files, please review your importrevenues and/or importexpenditures excel files for a possible typographical error. Usually one these errors would only pop up when you have entered a number larger than ten billion.



Or



After correcting your import file(s), try running the import again. If you are still having problems with your import and receiving an error message, please contact us at (802) 479-1044.

Data Submission

Go To Edit Check Menu

Edit Checks

This form runs the edit checks for the Expenditures, Revenues and Worksheets for all loaded districts. If the program identifies any entries that trigger an edit flag, you will be prompted to comment on, validate, or call school finance to explain the entry that triggered the edit.

Do NOT enter your initials. Either correct the data, or enter a meaningful explanation for the variance.

You may override (unflag) these edits by "checking" the checkbox(es) below and clicking the "Unflag "checked" Edits button. You will be prompted for a password for each edit you are unflagging. Once an edit is "unflagged", it will not appear in the list.

Return to Main Menu Unflag "checked" Edits (Requires Password from AOE) Print Edit Check Report

Org ID	Edit ID	Edit Description
T078	STAT060-1	Total expenditures may not be less than or equal to zero
Additional information about record triggering edit(if applicable):		
To address this edit, you may change the data or do the following: Call DOE for Password		
Note or Explanation (if applicable)		
"Check" to Unflag Edit using a Password from DOE <input type="checkbox"/>		
T078	STAT060-13	The Revenue Code 3110 differs from the reported state revenue by more than \$200
Additional information about record triggering edit(if applicable):		
To address this edit, you may change the data or do the following: Call DOE for Password		

Use the Scroll Bar to get to the end of the edits list

Running the Edit Checks

You must verify your data before you can export the data. To verify your data, select [Go to the Edit Check Menu | Run Edits]. This screen will give you a list of potential errors in your data and explains the response required to allow you to create files to submit to the AOE.

- You must address the errors found by following the directions listed in the box after this statement "To address this edit, you may change the data or do the following:" It will give you the option of doing one of the following:
 - Call AOE for Password
 - Initial this edit check (Business Manager Initial)
 - Attach Note

Go to Export Menu

Before beginning the Exporting process check the utility [Set File Export/Import Paths] to verify that the data will be written to the correct location. It is recommended that you use the default drive and pathway.

Note: Users running a **Windows Vista** environment will not be able to use the default locations for Statbook importing and exporting. Vista requires the user files to be written to that person's "User" account. If you are not sure of the location of your "User" area, please contact your local network administrator.

[illegible]

The export tool serves two purposes, backing up data and transporting data. From the menu, [Go to Export Menu], select the LEA from which you plan to export data. An export should be performed after a significant amount of work has been done. It is possible to rebuild the database using the exported file, using the import function, if necessary.

When you have finished entering the financial data and clearing your edits for a district the data is then ready for export. Select [Go to Export Menu]. Select the district from the grid that you wish to export and upon hitting the export button the application will save your data the export folder you specified in the [Set File Export/Import Paths] function.

Now you must send the data to DOE. You will have to locate the data on your computer, in the location you specified earlier. In most cases you will find your data here: C:\Annual_statistics_2015. You will find two folders with the same name but the file extensions will be different. One will be a regular file folder and the other one will be a compressed zip folder. Please email the zip file to: Erin.Finneran@state.vt.us.

Default Directory: The application starts by using C:\Annual_Statistics_2015\ as the default directory. It will remember the directory you used last time and use it as default directory. If you change directories, please select a directory with a name less than 50 characters long.

Default Export File Name: The default file name is coded with the LEA identification and the fiscal year.

Export: Click on the [Export] button to export the selected LEA into the file indicated.

Printing: To print a blank Expenditure or Revenue Report, select [Report (Print) | Print BLANK Stat Book (Expenditures and Revenues-All Rows)]. Please be sure to select the appropriate LEA type before printing your blank report. The format of the blank report depends on the type of LEA currently active in the database. For instance, the blank report for a Supervisory Union does not list revenue codes for unions.

Print Signature Page

Signature Page

LEA ID: _____
LEA NAME: _____

**State of Vermont
FY15 Annual Statistical Report**

Failure to satisfactorily complete and file the Annual Statistical Report on or before the due date will result in the withholding of all State and Federal payments processed by the Agency of Education.

Person to contact with questions about these completed worksheets:
Name: _____
Phone: _____
Email: _____

Superintendent's Signature Required
I attest to the best of my knowledge and belief that the information is accurate and the school district is in compliance with all requirements of state and federal law.

Signature of Superintendent: _____ Date: _____

This signature page must be completed for each supervisory union or district.

Page: 1 No Filter

Application

Exit Application

Please use this button to exit out of the application.

Appendix A

Expenditure Table Import Specifications			
Field Name	Field Descriptions	Field Type	Field Size
gradeLevCode	Grade LEVEL Code	Text	5
ObjCode	Object Code	Text	5
ProCode	Program Code	Text	5
FunctionCode	Function Code	Text	5
Fund	Fund codes	Text	2
Amount	Currency /Amount	Currency	decimal places 2
Note1	Note field	Text	255
Orgid	LEA Organization ID	Text	6

Revenue Table Import Specifications			
Field Name	Field Descriptions	Field Type	Field Size
RevCode	Revenue Code	Text	5
ProCode	Program Code	Text	5
Flev	Flev	Text	255
Fund	fund	Text	2
Amount	Currency /Amount	Currency	decimal places 2
Note1	Note Field	Text	255
Orgid	LEA Organization ID	Text	6